



OFFICE OF THE CLERK/TREASURER

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BOARD OF FINANCE MONDAY, DECEMBER 17, 2012

Minutes

PRESENT: Mayor Weinberger; City Council President Shannon (arrived late); Councilors Decelles and Bushor; Councilor Paul (phone); Interim CAO Sisson

ALSO PRESENT: Pat Buteau, Steve Goodkind DPW; Stephanie Hanker, Julie Hulburd, HR; Tammy Gagne, Gene Richards, Airport; Andi Higbee, Lise Veronneau, Police; ACAO Schrader; ACAO Goodwin; City Attorney Eileen Blackwood; Assistant City Attorney Richard Haesler; Ken Nolan, BED; Mike Kanarick, Mayor's Office; Bill Ellis, McNeil, Leddy, and Sheahan

1. Agenda

On a motion by Councilors Bushor and Decelles, the agenda was adopted unanimously as presented.

2. Public Forum

No one came forward to speak.

3. Approval of the Board of Finance Minutes

a. October 4, 2012

b. October 15, 2012

Councilor Bushor noted some typographical errors to the October 4 minutes.

City Council President Shannon arrived.

On a motion by Councilors Bushor and Decelles, the minutes were adopted unanimously as amended.

4. Boathouse Upper Deck Floor Renovation – Parks

Councilor Bushor and City Council President Shannon made a motion to approve the renovations and recommend City Council approval.

Jesse Bridges, Parks, stated this will be funded through a combination of Penny for Parks and Capital Improvement moneys. It will improve the second floor of the Boathouse, something that has been a priority for a long time. They are looking for approval to move forward with this.

Councilor Paul stated this is critically important and should have been done some time ago. She inquired if this had been put out to bid. Mr. Bridges stated it was put out to bid and they selected Dock Doctors to do the work. They were not only the lowest bidder, but they also scored the highest on the RFQ. Councilor Paul inquired if they have received the financials for the

company. Mr. Bridges stated they can provide the other bids, thought they were substantially higher. This work is very specialized. Councilor Decelles requested that information be sent to the Board.

Councilor Bushor stated she believes they have done business with Dock Doctors before. Mr. Bridges stated they are very familiar with the company and have been successful in the past. Councilor Bushor stated it is helpful to have the whole bid or at least a chart listing the other bidders.

The motion passed unanimously.

5. Authorization for Creation of Parks Waterfront Operations Specialist Position – HR

Councilor Bushor and City Council President Shannon made a motion to approve the creation of the position.

Councilor Bushor inquired why the salary being proposed is different than the normal salary range. Stephanie Hanker, HR, stated the salary range applies to regular employees that are union eligible. Being a limited service position, there is a different pay scale.

City Council President Shannon inquired if the Council will need to approve this. Interim CAO Sisson stated they will. City Council President Shannon requested this be corrected before coming to the Council. Interim CAO Sisson stated the correct salary is \$41,374.

The motion passed unanimously.

6. Step Placement for Clerk/Treasurer's Office Senior Accountant – HR

The Board addressed an item to place the Senior Accountant in the Clerk/Treasurer's Office at grade 18 step 7 based on her experience.

Councilors Bushor and Paul made a motion to approve the step placement. The motion passed unanimously.

7. Step Placement for Fletcher Free Library Director - HR

Mayor Weinberger stated this will approve the step placement for the new Library Director. Based on her experience, HR has recommended she be placed at step 7.

City Council President Shannon and Councilor Bushor made a motion to approve the step placement.

Councilor Bushor noted an error in the memo and noted that the Organizational Chart shows the former co-directors at a Grade 18. There are others employees who are also at Grade 18 reporting to them. She inquired if that is correct, or if there needs to be a re-evaluation of those two librarians. She requested that this be addressed.

The motion passed unanimously.

8. Garage Revenue Equipment Upgrade – Airport

Gene Richards, Airport, stated they are requesting an upgrade to the equipment that is currently being used. There has been a lot of down time with equipment malfunction. There is a potential loss of about \$18,000. 40% of the Airport's income comes from the garage and they cannot afford to lose this revenue. There are examples of people being dishonest and presenting tickets that are illegible or saying that they had lost their ticket. This results in a potential loss of income and also reduces the potential for human error. This equipment is also compatible with other City garages and will allow parts to be shared between garages.

City Council President Shannon noted a change in the price in the communication. Pat Buteau, DPW, stated that number was changed because the Airport has already purchased that piece of equipment. Mr. Richards stated they will be discontinuing parts for the current system very soon. Councilor Bushor inquired about differences in price. Mr. Richards and Mr. Buteau explained the pricing.

City Council President Shannon and Councilor Decelles made a motion to authorize the upgrades and recommend City Council approval.

Councilor Bushor inquired if the Airport Commission has addressed this. Mr. Richards stated they have.

The motion passed unanimously.

9. Transfer of FTA Grant to CCTA – CEDO

Bill Watterson, CCTA, stated in the last ten years CCTA has expanded greatly. They have had new members join CCTA and have reached out to the City of Burlington. They have been increasing the number of vehicles and ridership has also increased. The Link Express has taken off and needs to grow. They are faced with a challenge because the current facility is full, but they need to secure more facility space to add more busses. There has been growth in commuter runs and inter-county services. The programs to bring people from parking lots around town have not grown and many have ended. The South End Transit Center had a capital projects earmark of \$2.4 million. That never came to fruition along with the routes. That is at risk of being reprogrammed if it is not used. They are considering using this to expand their facilities instead of building the South End Transit Center.

City Council President Shannon and Councilor Decelles made a motion to approve the grant transfer.

Councilor Bushor stated this is great to support public transportation and hopes this will move forward quickly. Mayor Weinberger echoed Councilor Bushor's comments. Councilor Paul stated this has been an excellent process with citizen input. She stated that they should do whatever they can to encourage public transportation.

City Council President Shannon inquired if there will not be a garage on Sears Lane. Mayor Weinberger stated it means there will not be a park and ride at that location.

The motion passed unanimously.

10. Authorization for Ford Credit Lease - Police

City Council President Shannon and Councilor Decelles made a motion to recommend approval of the lease.

Interim CAO Sisson stated they are seeking approval to enter a lease with Ford Motor Credit for the purchase of five replacement vehicles. They will purchase the vehicles from Heritage Ford who will purchase them from a dealer in Massachusetts. The application and the lease purchase contract are in process. When financing approval is received from Ford Credit, they will issue a Purchase Order to Heritage Ford. If this is not completed by Wednesday, they will not be able to purchase the Crown Victorias. Purchasing a different type of vehicle will require more work to retrofit the interior equipment and will be more costly. They have been putting off having to retrofit the interior, but will be forced to do so next year. They are lucky to have received financing because other funding options were not eligible for vehicle purchases.

Councilor Decelles stated he likes the Ford Excursions with the writing on the back and inquired if Burlington had considered doing that. Andi Higbee, Police, stated there is opportunity for the property or the dollar value. They choose the dollar value because it can be converted to other things.

The motion passed unanimously.

11. Local Service Agreement with Green Mountain Power - BED

Councilor Bushor and City Council President Shannon made a motion to approve the agreement and recommend City Council approval.

Councilor Bushor inquired if Attachment A should be included with the resolution. She inquired about a section of the documentation. Ken Nolan, BED, stated there are 300 pages about the negotiations that are not included in the packet. Attachment A is something utilities fill out when they want to take service. There are different options within the attachment. Part 1 is the general contact information. Part 2 is the local network service that is filled out if the entire load of the utility is being serviced by this tariff. That does not apply in this instance. Part 3 is the local point to point which is paying to move power from the generator to BED. This applies and is the only portion that needs to be filled out.

The motion passed by a vote of 4-0. Councilor Decelles was not at the table for the vote.

14. Audit Update – CAO

Interim CAO Sisson stated the audit is progressing well. They are a little bit behind schedule to have it completed by December 31, but expect it will be finalized by mid-January. No major issues have arisen. They are conducting field work on the general fund and some special revenue funds. The field work will be complete by Christmas and they will begin to draft the financial statements for January. The actuarial valuation is already complete, though it is about two weeks behind schedule.

Councilor Paul inquired if they are on target to be able to include the audit results in the annual report. Interim CAO Sisson stated they are. Mayor Weinberger stated the CAO's Office has been working hard at this accomplishment.

12. Update on Winooski One Negotiations (Expected Executive Session) – BED

and

13. Additional Bandwidth for BT (Expected Executive Session) – BT

On a motion by City Council President Shannon and Councilor Bushor, the Board voted unanimously to go into executive session at 5:45pm for discussion about contract negotiations and pending litigation. Premature disclosure would put the City at a substantial disadvantage.

The Board of Finance voted unanimously to go out of executive session and adjourn the meeting.